

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727
301-600-6300 fax 301-600-6313

Mayor
Donald N. Briggs
Town Manager
David Haller
Town Clerk
Cathy Willets

Board of Commissioners
Timothy O'Donnell, President
Clifford L. Sweeney
Glenn Blanchard
Jennifer Mellor
Joseph Ritz III

TOWN MEETING AGENDA APRIL 20, 2015

I. CALL MEETING TO ORDER (7:30PM)

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

*Town Meeting, **May 4** @ 7:30 pm*

*Citizens Advisory Committee, **April 21** @ 7:30 pm*

*Planning Commissioner, **April 27** @ 7:30pm*

C. APPROVE MINUTES FROM APRIL 6, 2015

D. POLICE REPORT

E. TOWN MANAGER'S REPORT

F. TOWN PLANNER'S REPORT

G. COMMISSIONER COMMENTS

H. MAYOR'S COMMENTS

I. PUBLIC COMMENTS

J. ADMINISTRATIVE BUSINESS (see attached)

K. CONSENT AGENDA

II. AGENDA ITEMS:

1. Presentation on savings from LED street light conversion
2. Review snow emergency plan
3. SHIP – Students Homelessness Initiative Partnership presentation

III. SET AGENDA ITEMS FOR MAY 4, 2015, TOWN MEETING

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

APPROVE MINUTES FROM April 6, 2015 TOWN MEETING

**MINUTES
TOWN MEETING
April 6, 2015
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President. Staff present were Vickie Felix and Dave Haller, Town Manager.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the April 6, 2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the March 16, 2015 Town Meeting were approved as amended.

Commissioner Comments

Commissioner(s) cited attendances to include the Easter Egg hunt sponsored by the Knights of Columbus and Christ Community Church; Thurmont business expo; Frederick Bicycle Coalition meeting. Announcement included the paving happening in Town done by Frederick County; baseball and softball teams are starting to have games so be mindful when in the parks.

Mayor's Comments

Mayor announced he attended the Easter Egg Hunt which had about 400 children in attendance. The General Dollar store is underway. He had a follow up meeting with SHA in regards to the sidewalk connections on East and West Main St. which will probably be done by the fall of 2016. The comp plan update will be on April 27, 2015 at the Planning Commission meeting, the focus is on sustainability. He congratulated the Mt. Saint Mary's Rugby team who will be going to the final four in Denver. He announced that there are about 80 homeless children at Catoctin High School and spoke about SHIP, they will come and give a presentation at the next town meeting. He also announced that the grant percentage for the LED lights in the parks was 61%.

Administrative Business

- Pleased with staffs quick response with county on fixing Irishtown Rd.
- Modify backstop on baseball field – gave to Mr. Haller to review.

Consent Agenda

Mayor's recommendation for Rick Kapriva as Chairperson of Board of Appeals starting June 5, 2015; Bob Rosensteel is stepping down at the end of his term on June 4, 2015. Unanimous consent.

Reports:

Treasurer's Report – Commissioner Blanchard reported on March 2015 cash activity. Detailed report at Exhibit A.

Planning Commission Report – Commissioner Sweeney reported that there was no meeting.

II. Agenda Items

Update of WWTP by RK&K

Mike Schultz of RK&K gave an updated presentation on the WWTP. He stated all the concrete is in; all the mechanical systems are installed and they are now doing functional testing of the equipment. He anticipates the testing will be done at the end of May and can begin to put the process online treating sewage. Site work has started; paving should start this week; should have a working facility by the end of May. The change orders are about 1.5%.

Audit report

Michelle Mills of Draper and McGinley, P.A. presented the fiscal year 2014 audit and answered questions from the Commissioners. Fiscal year 2014 had a financial statement audit and a single audit which is required when federal grant expenditures are greater than \$500,000. Mrs. Mills encouraged commissioners to read the Management Discussion and Analysis. She reported that all in all most things were comparable to the prior year. There were no internal control findings or material weaknesses.

Motion: - To accept the Fiscal Year 2014 audit report as presented.

Motion made by Commissioner Blanchard and second by Commissioner Ritz.

Vote: 5-0 in favor

Set Agenda Items for April 20, 2015 Town Meeting

1. Presentation on savings from LED street light conversion
2. Review Snow Emergency Plan
3. SHIP - Students Homelessness Initiative Partnership presentation
4. Multi User Trail - Administrative Business
5. Community Garden - Administrative Business

III. Public Comments – *Tim Clark, President of Vigilant Hose Co. Rocky Ridge* – Updated the Board on the EMS coverage and Company 26 issue since December of 2013. *Erma Tressler, Coordinator of After School Program; Ella Oleszczuk, student; Payton Taylor, student; Catherine Moorer, student and Julia Moorer, teacher* - gave a presentation of the after school program which consists of twenty students. Students gave the Board an album of the different activities that they did this school year.

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS - none

V. Adjournment

With no further business, the April 6, 2015 Town Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Vickie L. Felix
Recording Secretary
Date Approved:

ITEM D

POLICE REPORT – to be presented at meeting

ITEM E

TOWN MANAGER REPORT

**Town Manager's Report
MARCH, 2015**

Prepared by David Haller

Streets:

- Staff repaired a number of street lights.
- Staff cold patched a number of pot holes.
- Staff plowed and treated the streets and parking lots.

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are down an average of 5.0 feet from May 2011 levels (UP 5.75 from February)
- Water production and consumption. We produced and purchased an average of 328,858 GPD. We consumed an average of 322,548 GPD.

The difference is "Backwash Water" ... (2.0%). We purchased 640,890 gallons of water from MSM this month.

- 40.6% of this water came from wells.
- 6.3% of this water came from Mt. St. Mary's.
- 53.1% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is shutdown for the season.
- We received about 3.4" of precipitation this month (the average is 3.9").
 - We have a precipitation **SURPLUS** of 5.5" over the last six months. The average precipitation for the period from October 1 thru March 31 is 21.2". We have received 26.7" for that period.
- Wastewater Treatment:
 - We treated an average of 728,000 GPD (consumed 332,548 GPD) which means that 54.3% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of March.
 - We exceeded the plant's design capacity on 11 days in the month of March.

03/04 1,043,000 GPD	03/05 824,000 GPD	03/08 983,000 GPD
03/09 1,066,000 GPD	03/10 1,363,000 GPD	03/11 1,560,000 GPD
03/12 1,014,000 GPD	03/13 897,000 GPD	03/14 1,643,000 GPD
03/15 974,000 GPD	03/21 806,000 GPD	

TOWN AGENDA

April 20, 2015

Trash: Trash pickup will remain Mondays for the remainder of the month of April.

Parks:

Staff has been performing standard park maintenance and preparing the ballfields.

I Recently Attended the Following Meetings:

- 03/09 Attended a SHA new sign requirement meeting
- 03/12 Met with the Mayor and the town attorney regarding employee issues
- 03/12 Met with representatives of FEMA regarding new water line
- 03/18 Attended meeting related to energy saving efforts
- 03/19 Attended meeting to review comp plan update
- 03/24 Attended meeting to review compl plan update
- 03/31 Attended meeting to review new upcoming budget

PARKING ENFORCEMENT REPORT

Date: March 2015

Overtime Parking: 72

Restricted Parking Zone:

Parked in Crosswalk:

Parked on Sidewalk:

Parked Blocking Road:

Parked by Fire Hydrant:

Parked on Highway:

Failure to Park between Lines:

Other Violation:

Left Side Parking:

Meter Money: \$1,311.23

Parking Permits: \$115.00

Meter Bag Rental:

Parking Ticket Money: \$715.00

Funerals: 1

Total: \$ 2,141.23

Zoning/Code Enforcement Report**March 2015**

1. Power Star grant from the MD Energy Administration was denied because the technology was too innovative to qualify for funding. Continue to follow up with the company and elected officials for support. Have contacted MEA about next year's grants but have had no response.
2. Continue to coordinate with Standard Solar regarding Phase II permitting and schedule.
3. Coordinated meeting notices and attendance for the TAC signage follow up meeting held at the Town offices.
4. Notified Verizon regarding the need to move their vehicles once the Potomac Ave. sidewalk project begins.
5. Released the final proposals for completion of 22 East Main renovations.
6. Held a Green Team meeting and finalized the community survey forms. Surveys were mailed to all recipients of a water bill.
7. Contact Ausherman Foundation regarding future grant potential.
8. Register and attend the Green Team Summit meeting at Frederick City offices.
9. Contacted FEMA in an attempt to move the water line forward. Have had no further response.
10. Had GHD create a new disturbed area plan for the SCD resubmittal of WWTP plans.
11. Provide research and support for the Comprehensive Plan update.
12. Updated electrical usage charts.
13. Pull out old Jubilee drawings for Town Manager.
14. Attend a MD Department of Transportation grant workshop in Hagerstown. Continue to inquire about the SHA Safe Routes to School grant program to support the East Lincoln sidewalk project.
15. Continued to coordinate with SHA regarding the reconstruction of Flat Run Bridge.
16. Continue to coordinate with State Highway on sidewalk and Town Square projects.
17. Walk the Old Emmitsburg Road Trail project with the County and contract engineer, Wilson T Ballard.
18. Pull permit data for FOIA request.
19. Continue to coordinate electrical billings with Accountant and Town Clerk.
20. Tour town for Code Enforcement.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
03-02-15	402 W Main St	U&O; sign	\$35
03-17-15	137 S Seton Ave	Deck	\$38
03-17-15	200 S Seton Ave	Cooler	\$51
03-18-15	15 First Ave	Fence	\$45

ITEM F

Planner's Report

March 2015

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan was the primary activity. Analyzed necessary factual/data updates and proceeded to do research, calculations, re-writes of affected sections. Met with Mayor Briggs, D. Haller, and staff re timetable and completed sections to date. Met with D. Fissel to continue work on water capacity management plan and data needs. Delegated this effort to Jerry Muir to complete. Contacted several local organizations for current descriptions of their purpose and activities.

Placed 2015 Comp Plan update on the April 27 Planning Commission agenda, prepared press release and sent to Banner, Emmitsburg Journal, and Frederick News Post. Provided PC with preliminary packet from MDP course section re Comprehensive Plans & associated procedures.

2. Community Legacy projects.

- FY2013 money has been totally spent, and final report filed.
- FY2014 \$44,891 allocated out of \$50,000 -- \$890.74 spent to date. Work will commence on several projects once the weather has warmed up.
- FY2015 CL grant applications were revised and are now available at town office. Several have been distributed. Two applications were received for March 31, 2015 round.
- Assisted potential applicants via describing the program and the information required.
- Extended expected completion date for 116 and 118 E Main to consider weather needed for repointing projects.

3. Attended EBPA working lunch on 3/6 to provide input on map/brochure update.

4. Attended Frederick County Planners' quarterly meeting in Frederick.

5. Conferred with Frederick County Planning and MDP regarding census data for comp plan.

6. Answered State Assessment questions re All American hot dog property, e.g. water/sewer.

7. Supervised zoning and code enforcement, and responded to public inquiries.

8. Provided information to Grand History Trail effort. John Howard attended meetings on behalf of the town, and provided notes re the discussions.

ITEM J

ADMINISTRATIVE BUSINESS

- 1. Power Star presentation*
- 2. Multi-user trail*
- 3. Community garden*

ITEM K

CONSENT AGENDA

No items

AGENDA ITEMS

ITEM 1

Presentation on savings from LED street light conversion

TOWN AGENDA

April 20, 2015

To: Mayor Briggs, Dave Haller

From: Jerry

Date: January 12, 2015

Re: Street light savings

You asked about a review of the total savings resulting from the installation of the LED streetlights.

Based on the accounting for the fiscal years from 2011 to 2014, using the accounting codes

5522 (electrical expense) 30 (public works streets) and 617 (street lights) = 1-5522-30-617-1; we come up with the following numbers.

Fiscal Year	2011	2012	2013	2014
	\$51,228	\$47,231	\$42,795	\$30,533
Difference From 2011		\$3,997	\$8,433	\$20,695
% Change from 2011 base year		8%	16%	40%

AGENDA ITEMS

ITEM 2

Review snow emergency plan – discussion

Dave Haller

From: Jim Click [jclick@emmitsburgmd.gov]
Sent: Thursday, January 29, 2015 9:20 AM
To: David Haller
Subject: SNOW EMERGENCY PLAN

Dave, I think we need to revisit Towns snow emergency plan for Streets & Deveolpments. It's getting very hard for my staff & contractors for clean the streets in a safe & timely manner. This past storm(1-27-15) there was cars parked on both sides in ares on Robindale Dr. Contractors had a hard time plowing. I could barley get by some ares to salt the streets. This is just one incident with cars parking along streets around Town. It's just a matter of time before a plow truck hits or slides into a parked car.

Thanks, Jim Click - DPW

ORDINANCE 10.12.120:

10.12.120 - Parking prohibited during snow emergency—Designated roads.

- A. Definitions. As used in this section, the following terms shall have the meanings indicated:
"Snow emergency" means when Frederick County proclaims that the snow emergency plan is in effect all streets within the town of Emmitsburg's corporate limits are subject to this snow emergency plan.
- B. Parking Prohibited. The parking of vehicles on streets designated (by street signs) as a snow emergency route is prohibited when the snow emergency plan is in effect, and parking of vehicles shall continue to be prohibited until the accumulation has been cleared.
- C. Removal of Vehicles. The police are authorized and empowered to take possession of and to remove and/or issue a citation for any parked vehicles that interfere with the clearance of snow and/or issue a citation for any parked vehicles or abandoned vehicles that obstruct traffic or interfere with the clearance of snow and/or ice along streets within the corporate limits of the town at the owner's expense.
- D. Emergency Hours. If the snow emergency plan goes into effect after six p.m., no vehicles will be towed away, and/or issued a citation until after eight a.m. of the following day.

(Ord. 03-02: Ord. 99-07: Ord. 97-01: Ord. 94-1 § 1 (part): Ord. 93-2 § 1 (part): prior code Art. VII § 23(l))

AGENDA ITEMS

ITEM 3

*SHIP – Students Homelessness Initiative Partnership
presentation*

IV) SET AGENDA ITEMS FOR MAY 4, 2015 TOWN MEETING

1.

2.

3.

4.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR
RESOLUTIONS**